MANGALORE UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL

Proceedings of NAAC Steering Committee meeting with the Criteria Committee Chairmen/Convenors held on 10/01/2020 at Syndicate Hall at 3.00 pm.

The Hon'ble Vice Chancellor welcomed the members of the Steering Committee and the Chairman/ Convenors of the various NAAC Criterions. He permitted the IQAC Director to make a presentation on the preparations for IIQA submission as also the SSR draft. The Director presented the various decisions taken at the joint meeting of all the Criterion Committees held on 07/01/2020 in the IQAC office. These decisions were ratified. The **list** of problems that need **urgent** resolution was then taken up:

1) **It was decided to make available the updated document about RTI urgently by 14th January, as the IIQA cannot be submitted, without it (Special Officer)**
2) **The Registrar's Section was requested to make available all the department statutes to the IQAC for verification of Department nomenclature and appropriate entries in IIQA (Establishment Section)**
3) It was decided to upload AICTE deficiency report, which gives conditional approval for MCA.
4) The NCTE approval for B.P.Ed needs to be renewed and the Vice Chancellor directed that the same be sought.
5) It was decided to include the **fulltime PhD student numbers** and to upload figures as regards the regular face to face students in the University as on date of submission of IIQA as specified in the HEI portal.
6) The Registrar was requested to make available **exact figures** as regards **permanent teaching staff, other academic staff** (including guest faculty) and non-teaching staff (Including no of temporary employees)
7) **The need to translate many official documents in Kannada to English was highlighted. e.g Appointment letter, scholarship sanctions, BOS proceedings, etc. (From 2014-15 to 2019-20).**

8) The Registrar said that Policy documents needed for uploading by Criterion 3 could be made available, along with date of syndicate approval:

   a) Incubation centre

   b) Research Policy

   c) IPR Patent Policy

   d) Code of Ethics about malpractice and plagiarism

9) The Code of Conduct to be submitted in Criteria 7 Report for **a)** Teachers **b)** Learners And **c)** Non- Academic Staff to be made available by Registrar.

10) Information on Transparency in functioning to be given to criterion 7 by Registrar.

11) A list of Guide recognition letters of retired faculty required was submitted by Criteria 3, to the Registrar. It was also decided to include names of all recognised Guides at various Research Centres as the University deals with all PhD processes directly.

12) Criterion 5 on student Support and Progression once again sought information about redressal of sexual harassment grievances during 2014-15 to 2018-19, from the Registrar.

13) It was decided to enter the Centre for Distance Education in the HEI portal as a department offering 4 UG and 9 PG programmes.

14) The administration was requested to make available the future plans of the University for inclusion in the Executive Summary.

The Vice Chancellor requested all Steering Committee members to actively participate in the drafting of the Executive Summary and the write-ups for Qualitative Metrics in the various Criterions. The meeting ended at 5.30 pm with the Director thanking all the members present for their active participation and co-operation.

Director IQAC

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Registrar

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Vice Chancellor

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